

NANNIES FOR GRANNIES, INC.  
POLICY AND PROCEDURE MANUAL

**POSITION:** Homemaker

**REPORTS TO:** Nurse

**POSITION SUMMARY:**

The Homemaker is accountable for performing household activities to maintain an environment which is safe, clean, and promotes the physical and emotional well-being of the patient. The HM provides services in accordance with Level Personal Care Aide Functions and Tasks Scope of Practice.

**QUALIFICATIONS:**

Successful completion of New York State Department of Health/Department of Social Services approved Personal Care Aide training and/or Home Health Aide training program as demonstrated by a valid Person Care Aide/Home Health Aide Certificate.

Ability to speak, read and write in English sufficiently to understand and interpret the HHA Plan of Care, document care provided on the HHA Time and Activity report and able to call agency to report change and/or issues related to the patient and/or 911 in case of an emergency.

Ability to perform these operations using units of American money and weight measurement, volume and distance.

**EQUIPMENT OPERATION:**

Household appliances (i.e. vacuum, refrigerator, stove, blender, toaster, etc.)

**SPECIFIC DUTIES AND RESPONSIBILITIES:** In order to comply with the Americans with Disabilities Act (ADA), each essential duty should be indicated with an "x" in the ADA box. A duty is essential if: (1) the position exists to perform that duty; (2) it requires specialized skills and/or expertise; (3) it can only be performed by a limited number of available employees.

| ADA | RESPONSIBILITIES  |
|-----|---|
| X   | Follows care/service plan developed by the Registered Nurse   |
| X   | Maintains patient privacy and treats patients with dignity and respect  |
| X   | Performs duties, as assigned, in accordance with Agency policies  |
| X   | Maintains confidentiality of all patient related information  |
| X   | Maintains a safe and clean environment  |
| X   | Assures patient safety  |
| X   | Assists with personal laundry   |
| X   | Prepares, serves meals  |
| X   | Cleans kitchen/bathroom   |
| X   | Grocery Shopping  |
| X   | Escorts patient to appointments   |
| X   | Household management  |
| X   | Care of children as supervised and directed by patient  |
| X   | Documents services provided on activity records in a timely manner  |
| X   | Reports pertinent observations to supervisor  |
| X   | Participates in inservice program and meetings as requested by the DCS  |
| X   | Utilizes Standard Precautions and infection control techniques as necessary                                   |
| X   | Refusal to participate in aspects of care are appropriately justified, based on cultural or religious beliefs |

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**CUSTOMER SERVICE/INTERPERSONAL SKILL**

1. Assists other employees where needed;
2. Is responsible and cooperative with patients/families, supervisors, fellow employees;
3. Maintains friendly working atmosphere;
4. Maintains appropriate attitude;
5. Maintains appropriate appearance;
6. Accepts constructive criticism as evidenced by appropriate changes in behavior.
7. Utilizes established channels of communication.
8. Recognizes, accepts and respects people as individuals;
9. Recognizes limitations and seeks assistance appropriately.

**SPECIALIZED SKILLS AND TECHNICAL COMPETENCIES:**

1. Knowledge of safe and appropriate household management skills
2. Knowledge of meal preparation.

**PHYSICAL DEMANDS:** The physical demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Check one physical requirement, which applies to this position:

Moderate physical effort required. Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.

**WORK ENVIRONMENT:**

Client homes/families involves moderate exposure to physical risks, such as automobile/public transportation or personnel safety.

**Confidentiality Statement:**

Agency records are maintained in a safe and secure area with specific access availability to ensure confidentiality. Agency records, files, documents and reports are the exclusive property of the Agency. Only authorized personnel will have access to clinical/financial/personnel records.

All agency records, files, documents and Access to confidential employee/patient information files will be limited to agency personnel involved in the care and service of the patient.

Agency staff with access to computer files holds all information in strictest confidence in the processing, storage and discarding of all data. Only authorized personnel will have access to written and computer data information; Authorized personnel will be assigned passwords/access codes to computer files necessary to conduct their responsibilities;

Responsibilities of this job position has clearance for access to the following confidential information:

Patient Plan of Care/Patient identifying data..

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I have been oriented to the agency's confidentiality policy. I understand that any Agency employees who do not honor the Confidentiality Policy are subject to termination and possible legal action. I agree to abide by the agency's confidentiality policy.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

|            |             |         |            |
|------------|-------------|---------|------------|
| Effective: | Signature : | Review: | Signature: |
|------------|-------------|---------|------------|